

# **REQUEST FOR PROPOSALS (RFP)**

**for  
Professional Services  
for Grant Administration Services  
for the City of Tillamook  
in  
Tillamook County, Oregon**

**May 8, 2013**

**Responses Due  
May 28, 2013  
2:00 PM**

**CONTACT:  
PAUL WYNTERGREEN  
503-842-2472, ext. 3460  
[pwyntergreen@tillamookor.gov](mailto:pwyntergreen@tillamookor.gov)**

**SUBMIT RESPONSES TO:**

**PAUL WYNTERGREEN  
CITY MANAGER  
210 LAUREL AVENUE  
TILLAMOOK, OR 97141**

## 1.0 REQUEST

Sealed responses marked "Request for Proposals for Grant Administration Services" will be accepted by the City of Tillamook, 210 Laurel Avenue, Tillamook, OR 97141, attn: Paul Wyntergreen, or by hand delivery to Paul Wyntergreen, City Manager, 210 Laurel Avenue, Tillamook, until 2:00 p.m. local time, May 28, 2013.

The City's CDBG application and project information may be found online at [www.tillamookor.gov](http://www.tillamookor.gov) by clicking on the front page link titled, "Community Development Block Grant—Sewer Infrastructure Rehabilitation"

This request is part of a Community Development Block Grant (CDBG) of \$2,000,000 received by the City for various sewer infrastructure updates and repair. There are three essential functions required in the grant administration process: Environmental Review (Schedule A); Grant Administration (Schedule B); and Labor and Standards Compliance (Schedule C). Bidders are encouraged to bid on any combination of schedules A, B, and C. As such, the City will be comparing the range and depth of services being offered in contrast to the rate to be billed for those services in order to increase the economic efficiency of services provided. The City has also imposed a not-to-exceed budget amount. In order to accomplish that goal, the City is interested in your firm's responses to the following questions as they relate to each schedule:

What experience does your firm possess in relation to federal and state grant administration and its application for the benefit of a municipality or similar organization?

What types of grants has your firm participated in handling in the past?

How does your firm anticipate handling the scheduling in order to meet the timelines outlined by the granting agency?

How does your firm approach coordinating with management on the preparation of grant documentation?

How would your firm use technology to keep information flowing?

How will your firm optimize staffing and responsiveness for the benefit of the City?

What additional benefits will your firm bring to the City over and above those contemplated by this request?

Creative, workable, and efficient approaches to the above questions will receive significant weighting in the rating and ranking process described below.

Anticipated Start date is June 15, 2013, with Notice of Award to be mailed on June 7, 2013 and contract refinement to be prepared the following week. The successful response will be used as the basis for a subsequent Personal Services contract. The City Manager will be the local contact for the Firm and will facilitate the Firm's interaction with the City, as it performs contractual services.

This contract may be extended if the City is successful with a second Block Grant request.

## **2.0 BACKGROUND**

The City of Tillamook has been awarded a Community Development Block Grant (CDBG) for a Wastewater Collection System project in March 2013. Administration of CDBGs requires specialized environmental review, labor standards compliance, contracting procurement, financial oversight, and project monitoring and reporting. Specifically, the CDBG administrator:

1. Serves as the central contact for local, state and federal project funders and regulators
2. Is current on federal and state requirements affecting CDBGs, including attending related training provided by Business Oregon
3. Coordinates all grant activities
4. Administers all grant-related contracts
5. Ensures grant recipients meet all conditions of the CDBG contract and that contractors fulfill contractual obligations
6. Monitors project progress to grant contract scope of work and budget
7. Reports progress to the grant recipient, elected officials and the state

## **3.0 DESCRIPTION OF SERVICES**

The firm shall provide a full scope of services offered (and affiliated billing rates) as outlined in this RFP. The responding firm may propose alternative components or solutions not identified in this document.

### **3.1 Scope of Work**

Key components for grant administration of Tillamook's Wastewater Collection System will include the CDBG requirements:

**Schedule A:** Conduct Environmental Review

**Schedule B:** Grant Administration

1. Assist with the City's procurement of architect/engineering services and construction contractors, to ensure grant guidelines are met
2. Complete "first draw" requirements prior to requesting grant funds for preliminary non-construction activities
3. Complete "first draw" requirements prior to requesting grant funds for construction activities
4. Complete "final draw" requirements and project closeout

**Schedule C:** Ensure compliance with federal labor standards

Note: These are services the City of Tillamook is requesting, however, the City of Tillamook

reserves the right to provide some CDBG administrative/management activities listed above in-house.

### **3.2 Time Frame**

Expectation is that the grant administration schedule will mirror that of the City's CDBG contract with Business Oregon, approximately 3 years.

### **3.3 Source of Funds**

Work under this contract will be funded in its entirety with federal grant funds from the Oregon Community Development Block Grant program.

### **3.4 Budget**

The following not-to-exceed (NTE) budget amounts have been imposed for each schedule for the current Block Grant:

<b>Component Description</b>	<b>Total Not-to-Exceed Budget</b>
Schedule A: Environmental Review	\$15,000
Schedule B: Grant Administration	\$25,000
Schedule C: Labor Standards Compliance	\$15,000
Total Not-to-Exceed Budget	\$55,000

## **4.0 RFP EVALUATION CONSIDERATIONS**

All responses will be judged based on the following criteria, with the evaluation weighted as indicated:

### **4.1 Category 1 – Qualifications (35%)**

The experience of key personnel assigned to the project with regard to their documented ability to successfully provide the proposed services. The firm shall submit resumes of the key personnel who would perform the described work. Each resume shall reflect the competency of each staff member for the work, noting past experience and expertise of similar scope and complexity.

### **4.2 Category 2 – Resources and Capabilities (25%)**

The Firm's resources and responsiveness, including the description of services provided by the firm to successfully support the City.

The Firm shall have the capability to provide quality and responsive services with respect to the following:

- a. Ability to meet the City of Tillamook's audit needs, including the ability and willingness to work cooperatively with City staff;
- b. Use of current technology;
- c. Clear, creative, workable, and efficient approaches to the questions in Section 1; and
- d. Demonstrated ability to deliver the proposed services for the optimal benefit of the City.

#### **4.3 Category 3 – Service pricing (40%)**

The proposed service pricing and the firm's approach to minimizing service costs will be evaluated under this category.

## **5.0 INSTRUCTIONS TO FIRMS**

### **5.1 Contact Person**

For questions or clarifications regarding any element of this RFP, the following individual can be contacted:

Paul Wyntergreen, City Manager  
City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141

503-842-2472 ext. 3460  
pwyntergreen@tillamookor.gov

### **5.2 Addenda to RFP**

In the event that it is necessary to revise any part of the RFP, addenda will be provided to all vendors who received the initial RFP or subsequently requested a copy. This includes any amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the specifications of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by the City of Tillamook.

**If RFP holders obtain the RFP from a third party, they must notify Paul Wyntergreen of the City of Tillamook in writing or by email to be on the RFP holders list.**

### **5.3 Firm's Responsibility for response Costs**

The Firm shall be fully responsible for all response development and submittal costs. The City of Tillamook assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of a response by a Firm, product demonstration by a Firm, the evaluation of an accepted/rejected response, or the selection of the finalist(s).

#### **5.4 Ownership of responses**

All responses and associated materials received shall become the property of the City of Tillamook.

#### **5.5 Response Acceptance or Rejection**

The City of Tillamook reserves the right to reject any or all responses, to accept or reject any or all the items in the response, to waive any informality in the responses received, and to award a contract in whole or in part, if it is deemed to be in the best interest of the City of Tillamook.

The City of Tillamook reserves the right to negotiate with any firm after responses are opened and the winning response is awarded, if such action is deemed to be in the best interest of the City of Tillamook.

In addition to the factors mentioned above, Firms are cautioned to review carefully all terms, conditions and specifications of the RFP prior to submittal of responses. The Personal Services contract may be awarded strictly on the basis of the Firm's response including the Firm's qualifications as received and without further discussion. Therefore, each response should be submitted to the City of Tillamook in the most favorable terms from both a cost and qualification standpoint.

#### **5.6 All responses shall be valid through June 30, 2013.**

#### **5.7 Withdrawals and Modifications**

Any responses can be withdrawn or modified in writing by contacting Paul Wyntergreen, City of Tillamook, prior to the May 28, 2013, at 2:00 p.m.

#### **5.8 Contract**

The successful respondent will be expected to enter into a contract with the City of Tillamook. The respondent will be required to maintain Errors and Omissions insurance for the duration of the agreement.

#### **5.9 Proposed RFP and Contract Schedule**

The City of Tillamook reserves the right to change the schedule or terminate the selection process at any time at the City of Tillamook's sole discretion. Notice thereof will promptly be provided to parties on the City of Tillamook's RFP holders list.

## **6.0 FIRM REQUIRED INFORMATION**

The response must include:

- a. The Firm name, address, FAX, phone number, voice phone number of the Firm and Contact Person for the response.
- b. A description of the Firm;
- c. A list of the names, positions, and responsibilities of each of the Firm's personnel that will be assigned to provide services for the contract;
- d. A copy of brief resumes for the lead persons to be assigned to the City;
- e. The identity of the Firm's manager with corporate responsibility for performance of the services provided; and
- f. The Firm's related experience to perform the range of services requested by this RFP, including clientele reference contacts.

## **7.0 COMPLAINTS**

Any respondent who has submitted a response to the City of Tillamook and who is adversely affected by the City of Tillamook's contract award to another respondent has 5 days after issuance of the Notice of Intent to award the contract, to submit a written protest of award to the City of Tillamook. Such right to protest shall conform to the requirements of OAR 137-030-0104(1) and specify the grounds upon which the protest is based.

An adversely affected respondent must exhaust all avenues of administrative review and relief before seeking judicial review of the City of Tillamook's contract selection. Written concerns must be mailed to:

Paul Wyntergreen, City Manager  
City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141